



## Board of Zoning Appeals (BZA) 2022 Hearing Schedule and Filing Deadline

The BZA Public Hearings are typically held on the second Monday of the month at 7:00 p.m., unless otherwise noted.

Recommended Submission Date for Completeness Review	Deadline for Submission of a Complete Application	Hearing Date	Time	Public Notice Period Time period in which the legal notice must be posted and sent.
November 12, 2021	November 29, 2021	Monday, January 10	7:00 p.m.	December 16, 2021 – December 31, 2021
December 17, 2021	January 3	Monday, February 14	7:00 p.m.	January 20 – February 4
January 14	January 28	Monday, March 14	7:00 p.m.	February 17 – March 4
February 11	February 25	Monday, April 11	7:00 p.m.	March 14 – April 1
March 11	March 25	Monday, May 9	7:00 p.m.	April 14 – April 29
April 15	April 29	Monday, June 13	7:00 p.m.	May 19 – June 3
May 13	May 27	Monday, July 11	7:00 p.m.	June 16 – July 1
The Board of Zoning Appeals is in recess for the month of August.				
July 15	July 29	Monday, September 12	7:00 p.m.	August 18 – September 2
August 19	September 2	Monday, October 17	7:00 p.m.	September 22 – October 7
September 16	September 30	Monday, November 14	7:00 p.m.	October 20 – November 4
October 14	October 28	Monday, December 12	7:00 p.m.	November 17 – December 2

Last updated: October 27, 2021

- As of November 4, 2019, the City of Alexandria, VA has instituted a new land use management information system: APEX [https://apex.alexandriava.gov/EnerGov\\_Prod/SelfService#/home](https://apex.alexandriava.gov/EnerGov_Prod/SelfService#/home). For assistance, please contact the Boards and Commissions Unit (BCU) at [planapplications@alexandriava.gov](mailto:planapplications@alexandriava.gov) or 703.746.4666.
- Once an application is submitted through APEX, within one business day, staff will issue an acknowledgement receipt letter and invoice. Application fees must be paid within two business days from the date of the issued letter. Payment can be submitted online or in-person at the Department of Planning & Zoning.
- An application will be reviewed for completeness before formally accepted by Planning & Zoning staff for a Board of Zoning Appeals Public Hearing. The applicant will be notified if the application is complete or if more information is required.
- Once the application has met all of the submission requirements, staff will issue a letter of acceptance with confirmation of the scheduled hearing date and noticing instructions. The scheduled hearing date is subject to change if additional information is needed after the application has been deemed complete.
- An application package that is submitted on the deadline for submission of a complete application (second column) will be reviewed for completeness for the anticipated hearing date. In a case where an anticipated hearing date cannot be achieved due to the extent of missing information, staff will work with the applicant to determine the appropriate timing for consideration before the Board of Zoning Appeals.
- Appeals of the Director's decision do not follow the schedule above. Appeals will be reviewed by staff for completeness and validity before it is scheduled for public hearing.